



CLARENCE HISTORIC PRESERVATION COMMISSION
Town of Clarence, New York
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS

Received by: _____

Date: _____

Applicant Name: _____

Site Location: _____

Property Owner: _____ Phone: _____

Description of proposed changes: _____

Application Checklist:

Location and photographs of property. _____

Elevation drawings of proposed changes, if available. _____

Perspective drawings, including relationship to adjacent properties, if available. _____

Where the proposal includes signs or lettering, a scale drawing showing the types of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property _____

Signature of Applicant

General Notes:

Additional information which the Historic Preservation Commission may deem necessary in order to visualize the proposed work may be required.

The certificate of appropriateness shall be in addition to and not in lieu of any building permit that may be required by any other ordinance of the Town of Clarence.

The Historic Preservation Commission may hold a public hearing on the application at which an opportunity will be provided for interested parties of the application to present their views.

All decisions of the Historic Preservation Commission shall be in writing. A copy shall be sent to the applicant by registered mail and a copy filed with the Town Clerk's Office for public inspection.

Certificates of appropriateness shall be valid for 24 months, after which the owner must reapply if he/she still wishes to undertake work on the property.